

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.  
856-A2PAGE  
NO. 1

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Local and Family Health Admin., Chronic Disease Prevention

AGENCY		DIVISION
Item No.	Description	Retention
7	<p>Addendum to Schedule No 856A ( which is addition to schedule No 856)</p> <p>CDC Maryland Behavioral Risk Factor Survey</p> <p>The Survey consists of information on the health habits of Adult Marylanders. The information gives Maryland the ability to estimate risk factor prevalence, prioritize risk factor areas, to identify prevention health practices, to determine utilization of services and to plan programs.</p>	<p>Monthly surveys are stored in the office in a secured file for up to (2) years or until final edits are completed by Centers for Disease Control &amp; Maryland BRFSS Staff, transfer to State Records Center for (3) years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Norma Fox Kanarek, Ph.D.

10/6/89

  
SignatureChief,  
L.C.O.A.

Title

Schedule Authorized by  
Hall of Records Commission11/18/85  
Date  
State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (EGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

## AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY **DHMH**  
Local and Family Health Adm

2. DIVISION  
Chronic Disease Prevention

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Maryland Behavioral Risk Factor Survey

5. EARLIEST YEAR/LATEST YEAR  
1986 TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

The Survey consists of information on the health habits of Adult Marylanders. The information gives Maryland the ability to estimate risk factor prevalence, prioritize risk factor areas, to identify preventive health practices, to determine utilization of services and to plan programs.

## 7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)

## 8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

## 9. VOLUME

- ☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY) Boxes

## 10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY) Boxes

## 11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

## 12. FILE BECOMES INACTIVE AFTER

- ☐ MONTH(S) ☒ YEAR(S)

## 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

201 West Preston Street 3rd floor  
Room 306

## 14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☒ YES ☐ NO Center for Disease Control  
Atlanta Ga.

## 15. ACCESS RESTRICTIONS

- ☒ YES ☐ NO  
(IF YES, CITE LAW(S) & REGULATION(S).)

## 16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

## 18. RECOMMENDED RETENTION

Monthly surveys are stored in a secured file for up to 2 years or until final edits are completed by Center for Disease Control and Maryland BRFS Staff, transfer to State Records Center for 3 years, then destroy.

## 19. NAME AND TITLE OF PREPARER

## 20. TELEPHONE NUMBER

## 21. DATE

Vivian L. Shriver, Admin Specialist 225-6775

September 29, 1989